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4 January 1988

MEMORANDUM FOR: Acting Chief, Management and Liaison Staff, OC

FROM:

Chief, Management and Plans Branch, OC-MLS

SUBJECT: Weekly Staff Notes, 27 December 1987 -
2 January 1988

1. General:

a. Discussions were held during the week within the Management and Plans Branch concerning the Requirements Tracking System (RTS) and how it can be better utilized as a management tool. Initial steps will be taken to revise the RTS so that it corresponds to the fiscal year and more accurately reflects requirements that originate from external sources. Once the RTS has been modified, statistical data will be extracted and reviewed.

b. Requirements Statistics as of 31 December 1987:

Total 1984 Requirements - 168
Completed - 159

Total 1985 Requirements - 133
Completed - 94

Total 1986 Requirements - 90
Completed - 70

Total 1987 Requirements - 213
Completed - 45

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SUBJECT: OC-MPB Weekly Staff Notes, 27 December - 2 January 1988

Pending Requirements by OC Divisions:

AMD - 4
CSD - 5
ED - 7
FND - 157

MLS/MPB - 5

Requirements forwarded to OC Divisions which need
a status update - 46

Requirements pending a first response - 10

2. Liaison Activities:

b. [] was recently named as the Agency's
Armed Forces Communications and Electronics Association
(AFCEA) Liaison Officer. AFCEA is a leading association for
professionals in the international world of command,
control, communications, and intelligence (C³I), and
offers a wide range of excellent training opportunities in
the communications and security fields.

3. Satellites:

Nothing to report.

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